



# NEWLANDS PRIMARY SCHOOL

## CAMPS POLICY AND PROCEDURES

### PURPOSE

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

### AIMS

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

### NEWLANDS PRIMARY SCHOOL CAMP EXPECTATIONS

- A camp offsite for 4 nights for Year 4/5/6 students
- A camp offsite for at least 2 nights for Year 2/3 students
- An overnight Transition School Sleepover for Year 1
- An activity night for Foundation students

The school will aim to provide these learning experiences in the first half of the year. This will allow students to be involved in a variety of learning experiences that relate to our school values. **We understand that campsite availability is limited and this may not be possible**

### RESPONSIBILITIES OF THE PRINCIPAL:

#### *The Principal has a responsibility to:*

- supervise the organisation of a camp
- ensure suitable arrangements and provisions are made for the safety of students and adults involved in the camp, especially those with food allergies / anaphylaxis and/or other medical conditions such as asthma
- ensure that sufficient camp staff and teachers have valid and appropriate first aid training, including First Aid training in Anaphylaxis (22099VIC) and the Emergency Asthma Management (22024VIC EAM) course
- ensure camp organisers have completed the Emergency Asthma Management (EAM) course at least every three years
- ensure that parents/guardians complete the Asthma Foundation's School Camp Asthma Action Plan, Asthma Student Health Support Plan and the Department's Confidential Medical Information Form for Excursions for School Council Approved School Excursions form.
- ensure that financial costs allow for all students to participate
- ensure that the program is balanced and suitable for the age group
- ensure that the Department of Education and Training (DET) guidelines are met (see pages 3 and 4 for DET policies)
- ensure the program conforms to school policies including social justice, first nations people and culture
- ensure that all staff have training and development and access to information so that effective programs can be

developed

- ensure that staff are familiar with the campsite so that maximum use can be made of the program
- ensure that camps are held as regularly as this policy provides for
- ensures that the chosen campsite meets acceptable safety standards
- provide opportunities for time payment if requested by parents.

#### **RESPONSIBILITIES OF TEACHERS:**

##### ***The teacher-in-charge must:***

- complete the Approval proforma
- submit the Approval proforma to the principal
- submit the Approval proforma (POPE) to School Council before the camp can proceed
- submit a Notification of School Activity form three weeks prior to the camp
- communicate with the camp staff at the time of confirmation and then at least 6 weeks prior to the date any information relating to medical conditions such as anaphylaxis and asthma
- liaise with camp organisers and parents of students with anaphylaxis in regards to suitable menus, ingredients and activities.
- liaise with camp organisers and parents of students with asthma in regards to triggers and other factors
- establish that camp staff are sufficiently trained to manage students with anaphylaxis and asthma
- ensure up-to-date medical information is provided by parents and adequate medication is provided
- ensure that parents/guardians complete the Asthma Foundation's School Camp Asthma Action Plan, Asthma Student Health Support Plan and the Department's Confidential Medical Information

##### ***Teachers have a responsibility to:***

- provide opportunities for a wide range of educationally valuable outdoor experiences through camps
- ensure that a camp does not discriminate against students because of cost
- ensure that the program is forwarded to the Principal for approval
- draft an annual/biannual program in consultation with all staff so that there is coherence between years and so other school activities can be adjusted
- notify parents of the intent, purpose, venue, date and requirements of camps to be held well in advance
- ensure that all camp fees are received no less than 10 days prior to the event
- ensure DET regulations and guidelines are followed
- ensure that when using private cars each child wears an approved seatbelt and the vehicle has Third Party insurance cover
- ensure that all medical information and medication is collected and available
- complete an evaluation of the camp/excursion
- ensure that the chosen campsite meets acceptable safety standards

#### **RESPONSIBILITIES OF STUDENTS:**

##### ***Students have a responsibility to:***

- participate in class planning for the camp
- follow the direction of teachers and parent helpers
- observe school and class rules
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the camp

#### **RESPONSIBILITIES OF PARENTS:**

##### ***Parents have a responsibility to:***

- support the school's program by encouraging their child's participation in camps
- support the camp code of conduct
- notify the school if cost of camp prohibits participation of their child
- provide full up to date medical information to the teacher in charge and any required medication for students with medical conditions

- provide up-to-date information to the teacher-in-charge in regards to any medical conditions
- provide feedback on the camp

Please Note:

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal and Wellbeing Co-ordinator, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

### **RESPONSIBILITY OF SCHOOL COUNCIL:**

School Councils are responsible for approving overnight excursions, camps, adventure activities, interstate and overseas trips, excursions involving sea or air travel, and excursions involving weekends or vacations. In approving a camp, excursion or trip, School Councils must be satisfied that adequate planning and preparation has been taken to ensure the safety and wellbeing of the students involved.

The following document must be completed by the teacher in charge of the activity and submitted to School Council for approval.

POPE

For guidelines and advice related to camps, excursions and adventure activities provided by the Department, see:

- School Policy and Advisory Guide
- Safety Guidelines for Education Outdoors - School Council members should also refer to the school councils page in the Safety Guidelines and may wish to use the School Council checklist to ensure that the council has met all its obligations for a proposed excursion.

### **DET POLICIES (reference: School Policy and Advisory Guide - Student Safety)**

1. Online Notification - schools are required to complete the online notification of school activity form for school camps. School approved camps must be entered into the Student Activity Locator (SAL) at least 3 weeks before the activity using the online notification for at [www.eduweb.vic.gov.au/forms/school/sal](http://www.eduweb.vic.gov.au/forms/school/sal)

2. Planning and Approvals - all camps are planned and approved in accordance with Department policy and requirements. All camps requiring School Council approval must meet the requirements of the Safety Guidelines for Education Outdoors.

3. Staffing and Supervision – schools must ensure camps are appropriately staffed in relation to experience, qualifications, skills, size of the group, activities etc.

4. Student Preparation and Behaviour – schools must ensure students are adequately prepared for camps and that the disciplinary measures are appropriate and consistent with the Effective Schools are Engaging Schools – Student Engagement Policy Guidelines and the school’s own student engagement policy.

5. Student Medical Information – a confidential medical form must be completed by parents or carers. The teacher in charge must take the forms on the camp and leave a copy of the forms at school.

6. Safety, Emergency and Risk Management - Principals must ensure that appropriate emergency and risk management planning is undertaken for camps DET POLICIES (reference: School Policy and Advisory Guide -Student Health)

- Anaphylaxis Management in Schools - The teacher-in-charge and parent of an Anaphylactic student are to conduct a Risk Assessment and Minimisation Plan in regards to the camp activities 6 weeks before the camp, then the teacher-in-charge needs to communicate and discuss this plan with camp organisers.
- Asthma Management in Schools - Parents/guardians are to complete the Asthma Foundation's School Camp Asthma Action Plan and Student Health Support Plan. Schools are to ensure those staff with a direct student wellbeing responsibility such as nurses, PE/sport teachers, first aid and camp organisers have completed the Emergency Asthma Management (EAM) course at least every three years. Schools are to provide equipment to manage an asthma emergency in their asthma first aid kits.
- Sun protection - protect staff and students from harm caused by overexposure to ultraviolet (UV) radiation.

#### **IMPLEMENTATION:**

- Camps will usually be organised for students in Years 1 – 6
- Camps will be on a two- year rotation, so children do not attend the same camp twice. Locations for school camps can be decided on a yearly basis.
- The total cost of each camp should provide 'fair value' to families.
- An approximation of a camp's total cost will be provided as early as possible.
- A non-refundable deposit will be required by a specified date to guarantee a child's place on camp.
- Final payments will be required by a specified date prior to departure.
- A limit shall be placed on the amount of spending money taken by children to camps, appropriate to the venue.
- Children are not permitted to leave camps to visit with family friends or relatives.
- Children will not need mobile phones or money for phone calls unless prior permission has been given by the Camp Co-ordinator.
- All parental forms shall be checked by a staff member to ensure that all appropriate information, as well as all required signatures, has been provided.
- All camps must have school council approval.

#### **STAFFING CAMPS:**

##### ***Staff to student ratio is set as per Government guidelines (1:10)***

Camp staff will be selected in the following order.

1. from members of the teaching staff
2. from teacher/integration aides
3. from student teachers attached to our school

##### ***If parents/guardians are required to satisfy the above ratio, the following selection criteria will be used:***

- holder of a Police Check
- experience in managing children outside the family eg. Coach, Scout Leader
- relevant qualifications such as First Aid, Anaphylaxis Training, Asthma Training, Outdoor Education or Environmental qualifications.
- parent/carer of a student with a severe / life threatening medical condition
- gender balance of camp staff

NB. Being the first to convey availability does not form part of the selection criteria

#### **Other Key Points**

- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.

- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

### Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the school, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.
- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide

For further information regarding safety please check the policy documents below.

### LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DET Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

### POLICY REVIEW AND APPROVAL

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

|                            |                |
|----------------------------|----------------|
| Policy last reviewed       | 2022           |
| Consultation               | School Council |
| Approved by                | Principal      |
| Next scheduled review date | 2025           |

## Appendix A

### Pupil / Teacher Ratios

|   |  |
|---|--|
| <p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face<br/>         1:10 Others<br/>         2 Experienced Staff</p>                                  | <p><b>Horse Riding</b></p> <p>1:1 Basics<br/>         1:5 Beginners<br/>         1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor<br/>         2 Experienced teachers if no instructor or group exceeds 10</p> |
| <p><b>Bass Camping</b></p> <p>1:10 Residential; canvas<br/>         1:15 Study: residential</p>   | <p><b>Orienteering</b></p> <p>1:10 Bush</p>  |
| <p><b>Board Sailing</b></p> <p>1:3 Beginners<br/>         1:5 Novice; intermediate; advanced<br/>         2 Experienced sailors</p>                       | <p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p><b>NOTE:</b> No student on any element unless supervised</p>  |
| <p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters<br/>         1:6 Open Waters<br/>         1:4 Open Waters, Adverse</p> | <p><b>Snorkelling</b></p> <p>1:8 Closed water: pool<br/>         1:4 Open water</p> <p><b>NOTE:</b> 2 qualified staff</p>  |
| <p><b>Bushwalking</b></p> <p>1:10 Day</p>   | <p><b>Snow Activities</b></p> <p>1:10 Alpine, Nordic – day<br/>         1:10 Non-skiing</p>  |
| <p><b>Canoeing</b></p> <p>1:6<br/>         2 Staff members</p>  | <p><b>Surf Activities</b></p> <p>1:10 Beach<br/>         1:8 Surf</p> <p><b>NOTE:</b> 1 teacher/instructor in water and<br/> <b>NOTE:</b> 1 teacher/ instructor on beach</p>   |
| <p><b>Cycling</b></p> <p>1:10</p>   | <p><b>Swimming</b></p> <p>1:20 Enclosed pools<br/>         1:10 Open water</p>   |

## Appendix B

Pro-forma for School Approval for all Camps

*\*This form must be completed and handed to the Principal five days before school council. If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible.*

The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.

### Camp Location / Phone

Name of Camp: \_\_\_\_\_

Name of nearest town: \_\_\_\_\_

Address of Camp: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone of Camp: ( ) \_\_\_\_\_

### Emergency Services Phone Number and Locations:

**Police** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Fire** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Doctor** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Hospital** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Ambulance** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Other** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

### Type of Camp Accommodation:

Canvas           "                           Bunkhouse           "                           Chalet           "

Motel           "                           Hotel           "                           Other           "

If *other*, please give details:

### Dates / Times

Leave School at \_\_\_\_\_ am/pm on \_ (day/month/year)

Arrive back at School \_\_\_\_\_ am/pm on \_\_\_\_\_ (day/month/year)

No. of days of Camp: \_\_\_\_\_

Is this Camp in: School time only? YES " NO "

Holidays time only? YES " NO "

School time and holidays/weekends time? YES " NO "

Does this camp clash with any major school activities on the School calendar? YES " NO "

If YES, list these activities:

\_\_\_\_\_  
\_\_\_\_\_

**Staff included**

Teacher(s)-in-charge: \_\_\_\_\_  
\_\_\_\_\_

No. of extra staff required to meet safety ratios:

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Totals: \_\_\_\_\_

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. school council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? YES " NO "

Can these ratios be met with the above staff requested? YES " NO "

**Student Numbers / Age**

Actual names are NOT required when this approval application goes to school council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ Totals: \_\_\_\_\_

Age range of most students: to \_\_\_\_\_



Cost of camp (per student): \$ \_\_\_\_\_

**Educational aims of Camp** (*state briefly*)

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**Method of Travel / Route**

Travel to the Camp: \_\_\_\_\_

Travel back to School: \_\_\_\_\_

Travel while at Camp: \_\_\_\_\_

Are staff member's cars involved? YES " NO "

If YES, complete the details below:

| CAR OWNER | TYPE | REG. NO # | INSURANCE  | COMPANY | SIGNATURE |
|-----------|------|-----------|------------|---------|-----------|
|           |      |           | YES " NO " |         |           |
|           |      |           | YES " NO " |         |           |
|           |      |           | YES " NO " |         |           |
|           |      |           | YES " NO " |         |           |
|           |      |           | YES " NO " |         |           |

**NOTE:** All staff cars must be covered by comprehensive insurance policies.

Are staff member's driving buses? YES " NO "

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

| NAME OF STAFF | LICENCE NUMBER | EXPIRY DATE |
|---------------|----------------|-------------|
|               |                |             |
|               |                |             |
|               |                |             |
|               |                |             |

**NOTE:** If a BUS is hired (self drive **or** with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

**Route**

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

**Activities on this Camp**

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios – **(see Appendix A)**. You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.
- (iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

| ACTIVITY | STAFF RATIO | SPECIAL STAFF ON SITE QUALIFICATIONS | STUDENT EQUIPMENT |
|----------|-------------|--------------------------------------|-------------------|
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |

**Camp Insurance**

A member of staff needs to SIGHT a copy of the Camp’s Insurance Policy and note details below for school council.

| INSURANCE COMPANY | POLICY NO. | TYPE OF INSURANCE | LIMIT OF COVER |
|-------------------|------------|-------------------|----------------|
|                   |            |                   |                |
|                   |            |                   |                |

### Certification

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Training booklets for the activities above.

Signed: Date: \_\_\_\_\_

### 0. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a "Notification of School Activity" form kept by the Principal or online.
- (ii) Ensure students/parents receive 4 sheets:
  - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
  - (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
  - (c) Confidential medical report for School camps.
  - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, school levies must be paid before a camp fee is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.

## Appendix C

### Guidelines for teachers planning a camp

#### 1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- overnight excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the school curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DET or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the

school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

## 2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs and contingency plans
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

## 3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- medical information, precautions and First Aid kit

## Appendix D

### Notification of School Activity (camps)

School Councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DET database using the online notification form available at:

[www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp)

This notification should be provided three weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

**Notes:**

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area

**CAMPS Risk Management Assessment Form**

**Section 1 –Environment Emergency Management Assessment**

Venue Assessed \_\_\_\_\_ for **month** of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

|   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul> | <ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul> | <ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul> |
|---|---|---|

|                   |                  |            |                 |             |                  |
|-------------------|------------------|------------|-----------------|-------------|------------------|
| <b>Likelihood</b> | <b>Very High</b> |            |                 |             |                  |
|                   | <b>High</b>      |            |                 |             |                  |
|                   | <b>Moderate</b>  |            |                 |             |                  |
|                   | <b>Low</b>       |            |                 |             |                  |
|                   |                  | <b>Low</b> | <b>Moderate</b> | <b>High</b> | <b>Very High</b> |
| <b>Impact</b>     |                  |            |                 |             |                  |

| <b>Environmental Emergency</b>   | <b>Event</b> | <b>Risk Management Strategies</b> |
|--|--------------|-----------------------------------|
| <b>Very high or high likely-hood / very high or high impact</b>                    |              |                                   |
|  |              |                                   |
|  |              |                                   |
| <b>Very high, High and moderate likelihood /Very high, high or moderate impact</b> |              |                                   |
|  |              |                                   |
|  |              |                                   |
|  |              |                                   |
| <b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>     |              |                                   |
|  |              |                                   |
|  |              |                                   |
|  |              |                                   |
|  |              |                                   |
|  |              |                                   |

**Section 2 General Excursion Risk Assessment**

This form is to be completed as part of the planning process for all excursions.

|              |       |                      |
|--------------|-------|----------------------|
| Class Group: | Date: | Supervising Teacher: |
|--------------|-------|----------------------|

|   | <b>Dangers</b><br>Factors which could lead to each inherent risk eventuating | <b>Risk Management Strategies</b><br>Strategies to reduce risks |
|---|--|---|
| <b>People</b><br>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number |  |   |
| <b>Equipment</b><br>Resources that impact on the activity e.g. clothing, footwear, teaching equipment             |  |   |
| <b>Environment</b><br>Factors that impact on the activity e.g. Weather, terrain, water                            |  |   |

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.